

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	CAMP Office Assistant
Department/Location	CAMP/ Wells Hall 1060
Rate of pay	\$14.00
Supervisor	Yuritzi Lozano
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform routine office support functions such as copying materials, filing documents, and maintaining files and records. • Receive, sort, and distribute mail, messages, records, office supplies and other materials • Operate office equipment such as computer/word processor, fax , and copy machine • Create office documents, forms, envelopes, labels and index tabs, etc. • May proofread material and identify areas needing corrections • Assist with data input, recruiting mail outs, and creating informational material for students • Utilizes FERPA training by following guidelines when handling confidential student materials • Perform other related duties as requested
Minimum Qualifications	<ul style="list-style-type: none"> • Current CAMP Scholar • Minimum of a 2.5 GPA (high school) • Experience with WORD, EXCEL, POWERPOINT, and OUTLOOK • Excellent customer service
Educational Benefit	This position is a good match for students pursuing career pathways in education, social services, and administrative services.

10/08/2019 (AO)

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